

ACME-NY BYLAWS

Article I-Name

This organization shall be known as the ADVISORY COUNCIL ON MILITARY EDUCATION in NEW YORK and referred to as ACME-NY (hereafter referred to as the Organization)

Article II-Purpose

- Promote quality education and training that is accessible to all branches of the military and their families.
- Maintain and enhance effective working relationships among military, educational institutions, governmental agencies and other professional organizations concerned with education.
- Serve as an advocate for issues pertaining to military education and training for armed forces personnel including service members, family members and veterans.
- Identify, study and recommend solutions to issues that impact educational institutions and/or the military services. Submit findings to institutional and governmental agencies and advocate for action
- Be a catalyst for cooperation in military education and training in New York State.
- Serve as a focal point for dissemination of information regarding military education and training.
- Promote and enhance the visibility of educational and training opportunities that are offered to service members and their families.

Article III-Membership & Structure

Section 1 **Membership**

- a. A member is anyone who is listed on the current membership roster of the Organization.
- b. Membership in this Organization shall be voluntary and open to all acknowledged stake holders involved in military education.
- c. Membership is encouraged for representatives from private and public schools and agencies of the Department of Education who have an interest in serving the objectives of the Organization.
- d. By virtue of their positions, all Education Services Officers serving in New York State from all branches of the Armed Forces are encouraged to be members.

Section 2

Fees

- a. There are no dues for membership in ACME-NY. The Executive Committee shall establish a registration fee to cover operating expenses for each conference. A portion of the fee shall be set to cover annual operating expenses such as postage, stationery, recording of minutes, etc.
- b. Any remaining funds shall be deposited into the Organization's Contingency Fund.
- c. A financial report shall be prepared and submitted to the president for report at the next business meeting.

Section 3

Meetings

- a. The Organization will have an Annual Conference at rotating locations throughout New York State.
- b. Business shall be conducted by Quorum consisting of a majority of the membership present for full and executive committee meetings.

Article IV-Executive Body

The Executive Committee shall consist of a President, President Elect, Secretary, Treasurer and Committee Chairs. The term of office shall be one year from their election at the annual conference. Hereafter, the Nominating Committee will be appointed at the annual conference.

Section 1

The President shall:

- a. Moderate all Executive Committee and General Meetings.
- b. Provide leadership and oversight.
- c. Serve as liaison between the Organization and other governmental, educational and civic organizations as deemed necessary.
- d. Communicate with the Executive Committee on a regular basis.
- e. Call emergency executive committee meetings when necessary.
- f. Appoint Nominating Committee

Section 2

The President Elect shall:

- a. Assume responsibility in absence of the President.
- b. Chair the Conference Committee

Section 3

The Secretary shall:

- a. Maintain all records of the Organization.
- b. Disseminate the minutes to the Executive Committee and other appropriate information to the membership in a timely manner.
- c. Serve as a member of the Membership Committee and recipient of membership lists, etc.
- d. Determine quorum for both live and teleconference meetings.

Section 4

The Treasurer shall:

- a. Maintain all the financial records of the organization.
- b. Present financial reports to the Executive Committee and the General Membership.

- c. Collect all monies for the annual conference.
- d. Dispense monies as authorized by the Executive Committee

Article V-Recommended Committees

Executive Committee
Nominating Committee
Public Relations and Promotions Committee
Legislative Committee
Membership Committee
By-Laws Committee
Conference Committee
Awards & Scholarship Committee
Finance Committee